



MD-0009 Parts on Order

When a technician determines that material is needed to complete a work order and that material is not available in truck stock or shop stock, the status shall be changed to “parts on order.” After the technician submits the material requisition form, he/she will record the details of the order, including requisition number, in journal notes.

When the materials are received, the technician is to change the status to “On Hold” until returning to complete the work order.

Anytime parts or materials are used to complete a work order, the transaction must be recorded in School Dude.


Steps:

- While viewing the work order, scroll down to the transactions section and click on “New Purchase Transaction”
- Enter the Transaction date if it is different than the current date
- Select Type: Material
- Select Supplier from the drop down list or by the search (binoculars) **do not manually type in a Supplier name**. If materials are from truck stock or the stock room, select the supplier “truck stock” or “stock room”
- Enter the Invoice or PO number **if** available
- Enter who purchased (or requested) the material
- Enter a brief description of the material(s)
 - Note: If you need to enter miscellaneous parts ie: screws, nuts, bolts you can group them together in a single transaction
- Enter Quantity and Cost Each
 - If this is a miscellaneous parts transaction, enter a quantity of 1 and include the total cost of all miscellaneous parts
- Click Submit
- Repeat as necessary

Trns Date



Type

Select Supplier or type new one below.

Supplier


Invoice/PO #

Budget Code

Purchased by
 

Description

Quantity

Cost Each **% Markup** **% Discount**
(Note: If no discount or markup, please leave blank. When used, the saved.)

Sales Tax

Shipping/Freight

Other Charges

Amount

Close Work Order

Select Supplier from menu or search

Do not type supplier name in this field